

Amalga Limited

Job Description and Person Specification

Part 1: Job Description

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| Job Title: | Section Manager |
| Pay Rate: | Dependent upon experience and qualifications |
| Location: | Positions at Heathrow and Gatwick Airports |
| Working Hours | Day and night shifts available |
| Closing Date: | Open |
| <p>Job Summary</p> <p>Amalga Section Managers work as part of our Operations Management Team and provide a range of innovative and responsive solutions to our customers needs on prestigious construction projects. Section Managers oversee, direct and take full responsibility for the management of a dedicated team of directly employed staff. Amalga prides itself on its intense focus upon satisfying its customer's requirements and maintaining extremely high standards for Health & Safety and quality of service, and expects its Section Managers to embody this culture.</p> | |
| <p>Key duties and responsibilities</p> <ul style="list-style-type: none"> • Take full responsibility for the section of Amalga under your control • Create method statements and undertake risk assessments <ul style="list-style-type: none"> • Ensure all activities are undertaken in accordance with these • Schedule the works in logical steps and budget time required to meet deadlines • Determine labour requirements and define activities schedules • Obtain all necessary permits and licenses • Direct and supervise workers • Procure supplies and materials <ul style="list-style-type: none"> • Select suppliers in line with company quality requirements • Prepare and submit progress reports • Prepare plant schedules • Input into continual improvement programmes • Take actions to deal with the results of delays, bad weather, or emergencies on site • Attend, contribute to and lead meetings. Including: <ul style="list-style-type: none"> • Progress reviews • Planning meetings • Quality reviews • Internal Management and Process Reviews | |

Amalga Limited

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- Liaise with supervisory personnel, customers, contractors, suppliers and others to discuss and resolve matters such as work procedures, problems and solutions
- Investigate damage, accidents, or delays on site, to ensure that proper procedures are being carried out
- Interview and select new team members
- Appraise performance of team members
- Other tasks and duties as required

Part 2: Person Specification

Qualifications

The following are essential:

- Applicants must hold the following:
 - First Aid Certificate (four day)
 - CSCS Card

The following are preferable, but not essential:

- Site Management Qualification (e.g.)
 - CITB
 - HNC/HND
 - NEBOSH
- A supervisory course (e.g.)
 - Training for Supervisors
 - NVQ in Site Supervision
 - IOSHH

Experience, Skills and Knowledge:

The following are essential:

- Experience of working within the construction industry in a management position
- Good organisational skills
- Excellent communication and interpersonal skills
- Ability to work to deadlines
- Excellent awareness of Health & Safety
- Ability to competently operate MS Office suite of software
- Current and valid UK driving licence

Amalga Limited

Job Description and Person Specification

The following are preferable, but not essential:

- Experience of working within an airport environment

Disposition

The following are essential:

- Keen focus on satisfying customer requirements and on delivering a quality product and service
- Ability to work to deadlines
- Ability to work effectively as an individual and within a team
- Reliable and punctual
- A professional attitude and approach to work
- Able to work under pressure
- Ability to work effectively as an individual or within a team
- Reliable and punctual
- Friendly and approachable to both employees and customers

Referencing

The following are essential for the purpose of applicants attaining security clearance to work within restricted areas:

- Valid passport or photo driving licence with counterpart as proof of identification
- Verifiable five year work history to include employment, unemployment, self employment and scholastic periods
- Have an unspent criminal record that is deemed to restrict your employment within an airport. Please note that not all convictions would prohibit you from working at an airport, so please apply if you are unsure.